

**Town of Webster
Office of Select Board
945 Battle Street/Rte. 127
Webster, NH 03303**

Select Board Meeting – April 13, 2015

4:01 pm Select Board present: Chairman Bruce Johnson and Selectman Roger Becker. Selectman Michael Borek was not in attendance.

The Board signed the following for Administrative Assistant Judith Jones:

- Chairman Johnson made a motion to accept the 3/30/15 Select Board minutes as written; seconded by Selectman Becker and approved.
- Chairman Johnson made a motion to accept the 4/7/15 Select Board work session minutes as written; seconded by Selectman Becker and approved.
- Acknowledgement of approval for Solar Exemption for Peter and Denise Lawless – Map 2-42.
- Appointment sheets for those members appointed on 3/30/15 to Boards and Committees.
- A letter of response to a request made on 3/30/15 by Tara Gunnigle.
- Mrs. Jones advised that a Court Settlement Agreement reviewed by the Board on 3/30/15 was for informational purposes and will require a Board signature at a later date.
- The Board reviewed a letter from concerned citizens regarding a residence in Town. Mrs. Jones was asked to contact Health Officer Nicholas Van Loan and provide him with the letter for possible action to be taken.

The Board discussed an e-mail received regarding handicap accessibility to the Town Hall from the parking lot areas for the upper and lower levels. The decision was to have Mrs. Jones contact the contractors for an estimate for the work needed other than paving. Selectman Becker offered to meet with them. Road Agent Emmett Bean was asked to request a quote for paving when the paving company was here for a road project.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Board signed a single check manifest to sign as well as the usual vendor and payroll manifests.
- The Board signed a Timber Tax Bill for Dorothy Haskins – Map 3-86.
- The Board signed an Intent to Cut for Dorothy Haskins – Map 3-86.
- The March bank reconciliation.
- Mrs. Pinkham attended an insurance meeting on 4/2/15 regarding an upcoming “Cadillac Tax” Health Insurance penalty expected to be effective in 2018 whereby an amount will be set as acceptable insurance costs and any amount over that would be penalized at 40%. It is uncertain if the Town will be fully responsible for this tax or the employee. She recommended that this be considered when the Personal Policy is updated. This is relative to the affordable care act.

Police Chief Robert Dupuis presented or advised the Board of the following:

- 47 calls for service in the past two weeks, with highlights read.
- He has issued 21 posted road violations and 12 have been paid.
- The quote for the maintenance of the generator at the Public Safety Building is \$2,060.06.
- Had a recent demonstration of the tablets for the cruisers. Estimate for three rugged tablets is \$15,201. He has applied for a Highway Safety Grant that would pay for half with awards expected in June or July. The Police Department would cover the remaining cost.
- The Concord Crime Line Golf Tournament fundraiser is September 17th.
- The damaged cruiser is back in service after repairs from the accident and the radios should be in Wednesday.
- Discussed background checks at no fee for Fire Department/Municipal Employee Applicants as allowed by Statute if the Board approves. Chairman Johnson made a motion that the Chief of Police of the Police Department be given the authority to do future background checks on all employees at no cost; seconded by Selectman Becker and approved.
- Chairman Johnson gave Chief Dupuis information from Unitil regarding energy audits for the Town buildings.

Fire Chief Rob Wolinski presented or advised the Board of the following:

- 41 calls to date this year.
- Advised of a Rabies Clinic at the Public Safety Building on 4/25/15 from 10 am to noon – signs are up at the PSB and info on Website.
- The Forestry Truck had plumbing issues which have now been repaired and is back in service.
- All apparatus was inspected and serviced last month. The tanker needed a full exhaust, with other minor issues found on other vehicles. He was advised that the ambulance is showing signs of rust and it was recommended that it be replaced soon. The bumper has since fallen off and been repaired. He provided the Board with a replacement list, cost for all the Fire Apparatus into the future and the expected funds to go into and out of the Capital Reserve. Discussion ensued regarding the ambulance and future replacements of apparatus.
- Chairman Johnson requested that Chief Wolinski use the thermal imaging camera to check for energy loss at the PSB, which he will do.
- Chairman Johnson read about a Grant Writer for the FD in Salisbury and requested Chief Wolinski check to see if this would be beneficial to Webster.
- Chief Wolinski noted a Forest Fire Warden Training, advised that he is considering the addition of another Forest Warden to help cover the whole Town. Later Chairman Johnson signed paperwork to add a new warden.
- He had a quote from Bergeron for a set of gear, as done yearly.
- Emmett Bean commented on the old Fire Truck sold to Ashy, MA, which he said they use every day, indicating that the Town should have kept the old truck after some repairs, considering its condition and a few more repairs needed instead of purchasing the most recent truck.

Road Agent Bean presented or advised the Board of the following:

- He met with Engineer and Grant Writer Erin Darrow and Selectman Borek for several hours. He advised that if engineers and surveyors are used for projects that it added extensively to the overall costs. He plans to meet on 5/2/15 @ 10 am at Bashan Hollow Road to discuss this project. Ms. Darrow requested that the Conservation Commission attend; Mr. Bean wanted to include the Planning Board, the Highway Safety Committee, Roy Fanjoy and Board to be present as this road is designated as a Scenic Road and any work will require a Public Hearing. Mr. Bean will be at the Planning Board Meeting on Thursday to further discuss this. His concern was the cost and difficulty of obtaining wetland permits, with strict changes in the permitting process expected to start in January, 2016. Other road projects were referenced. Sue Roberts advised that wetland permits were good for five years with an extension possible for another five years. Mr. Bean would like to have Ms. Darrow do the permitting process. There were no cost estimates at this time.

Selectman Becker made a motion to formerly appoint a sub-committee of the Board of Selectmen, that sub-committee to be a search committee to help in the hiring of the Administrative Assistant (AA Search Committee) and further move to appoint the following people: Wendy Pinkham, Michele Derby, Robert Dupuis, Rob Wolinski, Susan Roberts and Dave Richardson. This would be so that when the Board goes into a non-public session, it would be okay for those people to be the non-public session and if they meet as a committee on their own they would be able to go into and out of non-public session properly and according to statute the same as the Select Board. Chairman Johnson seconded the motion and the motion was approved. Appointment sheets were signed and the Committee was sworn in by Chairman Johnson.

Chairman Johnson talked about the hiring process for the AA. The plan is to do interviews on 4/20/15. He will check with Selectmen Borek about his availability, saying he would get back to the Committee to confirm the date. He further advised that he expects the Committee to give their recommendations for the replacement. He recommended four to six names be chosen from the 15 applicants with the Committee and the Board doing separate interviews on each candidate, with the intention of processing two candidates per hour by switching between the Board and Committee. Selectman Becker recommended that the evaluation be done after each interview. The Committee would then make their recommendation to the Board. When complete, the Select Board would make the final decision, with Selectman Becker indicating that the Board would need one more meeting with the final candidate. Mrs. Pinkham would put together a benefits package and a copy of the Personnel Policy. Mrs. Jones will make copies for the Committee and Board to include evaluation sheets, the job description on the website and the interview questions.

There will be separate postings for the meeting on 4/20/15 for the AA Search Committee and the Select Board. This will allow each group to go into non-public session pursuant RSA 91:A-3 for the interview process on that date.

5:22 pm Chairman Johnson made a motion to go into non-public session pursuant to RSA 91:A-3 II (b) The hiring of any person as a public employee; seconded by Selectman Becker. Roll call – Chairman Johnson – yes and Selectman Becker – yes. This will include the Administrative Assistant and the AA Search Committee.

5:56 pm Chairman Johnson reconvened the public session. He advised that the minutes were voted to be sealed.

The AA Search Committee discussion was as follows:

- Mr. Wolinski advised that he may not be available on 4/20/15.
- Mr. Dupuis made a motion to appoint Mrs. Pinkham as Chairman of the AA Search Committee; seconded by Mrs. Derby and approved.
- Mr. Richardson volunteered to do the minutes of the 4/20/15 meeting, but the final decision was to have Mrs. Jones attend and do them.
- The AA Search Committee will start at 5:00 pm for discussion and the Select Board at 6:00 pm. Interviews will start at 6:00 pm.
- After the interviews, a letter will be sent to all the candidates thanking them.
- Copies of Acceptable and non-Acceptable Interview Guideline questions were passed out.
- Advised that background checks would be done only after a conditional offer of employment is done.
- The Committee agreed that it was important to ask the same questions of each candidate.
- The applications are available for any of the Committee Members to review prior to the Monday evening meeting.

Chairman Johnson thanked all the Committee members for taking part in the search.

Immediately following this Chairman Johnson made a motion to adjourn; seconded by Selectman Becker and approved unanimously.

Bruce G. Johnson
 SB/jj

Roger A. Becker